Junior Accountant, Surat

JOB DESCRIPTION

LOCATION	Adajan, Surat. On-site, at the head office
QUALIFICATION	B.Com or M.Com
EXPERIENCE	Basic working knowledge of accounting, TDS and GST
SALARY	Rs 20,000 to 25,000 a month (CTC)

About the Client

Our client is a BSE-listed manufacturing company headquartered in Surat, with an import and export business.

The client's name is shared once you confirm interest and we have had a first conversation.

The Role in One Line

Join the accounts team of a listed manufacturer and learn the full accounting cycle, from daily entries to GST, TDS and the month-end close.

You work under the Accounts Manager and the CFO, so this is a good place to build a solid base in industry accounting.

What You Will Do

- Record daily accounting entries: purchases, sales, expenses, receipts and payments
- Reconcile bank accounts, vendors and customers
- Prepare the working for GST returns and help with GST reconciliations
- Work out TDS on payments and help with TDS returns
- Support the month-end closing and the auditors with schedules and documents
- Keep accounting records and documents organised

What You Need

- B.Com or M.Com
- Basic working knowledge of accounting, TDS and GST
- Comfortable with Excel
- Ready to learn and grow within the team
- Based in Surat

A Strong Plus

- Some experience in a manufacturing company or a CA firm
- Tally or SAP Business One
- Gujarati or Hindi, alongside English

Why This Role

- Learn accounting in a listed manufacturing company, under a CA-led team
- Room to grow within the team as you learn

How the Process Works

- A short call with AccountingBaba Recruitment
- Interview with the client at their office in Adajan, Surat
- Offer, then you join after your notice period, if any

What to Send Us

- Your updated CV
- Your notice period, current salary and expected salary
- Where in Surat you live

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